

**Massachusetts Executive Office of Public Safety and Security (EOPSS)
Office of Grants & Research (OGR)
Homeland Security Division**

Catering Costs Guidance

May 2010

This policy document is a supplement to the DHS/FEMA March 25, 2010 memorandum Concerns Regarding Catering Costs. This policy supersedes prior EOPSS-OGR, Homeland Security Division policy statements regarding catering, food, and beverage costs. This policy is effective immediately and applies to all EOPSS federal homeland security grant sub-recipients.

While catering costs are an allowable cost under some of the federal homeland security grant programs, all such costs must be used conservatively and be reasonable.

To align with the above-referenced DHS/FEMA memorandum, catering costs are only allowable for full-day (at least five hours) homeland security-related events where the primary purpose is the dissemination of technical information. This would include homeland security-related meetings, trainings, and exercises.

For catering costs to be allowable, the following must be applicable:

- i. There is no formal lunch break planned and participants would be expected to work during the meal time;

AND

- ii. there are no readily available places to purchase food near the event location.

If catering costs are determined to be allowable, a formal agenda and participant sign-in sheet must be developed and submitted to EOPSS with the corresponding reimbursement request.

Please contact your EOPSS Program Coordinator with any questions regarding this policy.